

EMPL ACTION CODE 310 INPUT FORM

TRANSFERS INVOLVING CU OR CSU

TRANSFER IN FROM CU (GFB, GFC, GFD, GFE)

TRANSFER IN FROM CSU (GGB)

**IF AN EMPLOYEE IS TRANSFERRING TO CU OR CSU, ENTER A 501-ACTION WITH A SEPARATION REASON OF 29 AND THERE IS NO NEED FOR A 310.*

TRANSFER FROM SYSTEM TO SYSTEM:

TRANSFER FROM CLASSIFIED TO NON-CLASSIFIED

TRANSFER FROM CLASSIFIED TO JUDICIAL:

IF EMPLOYEE IS TRANSFERRING TO JUDICIAL, ENTER A 501 WITH A SEPARATION REASON OF 40 AND THERE IS NO NEED FOR A 310.

TRANSFER FROM NON-CLASSIFIED TO CLASSIFIED

TRANSFER FROM JUDICIAL TO CLASSIFIED

TRANSFER FROM AUDITORS PILOTX CLASS TO CLASSIFIED

TRANSFER FROM AUDITORS PILOTX CLASS TO NON-CLASSIFIED

AGENCY	REQUIRED	AGENCY EMPLOYEE TRANSFERRED FROM
ACTION CODE		310
ACTION NUMBER	OPTIONAL	
EFFECTIVE DATE	REQUIRED	
	YYYY-MM-DD	
EMPLOYEE SSN	REQUIRED	SSN SUFFIX
	123-45-6789	
CLASS	REQUIRED	
POSITION NUMBER	REQUIRED	
ORG ID	REQUIRED	
SALARY	REQUIRED (For classified employee it must be a monthly salary)	
EMPLOYEE STATUS	REQUIRED (For non-classified it is 0)	
INITIAL EMPLOYMENT DATE	REQUIRED	
	YYYY-MM-DD	
ADJUSTED SERVICE DATE	REQUIRED	
	YYYY-MM-DD	
RATING TYPE	REQUIRED (for Classified ONLY)	
RATING DUE DATE	REQUIRED (for Classified ONLY)	
	YYYY-MM	

FAX THIS FORM TO (303) 866-2458 OR EMAIL TO
HR.SUPPORT@STATE.CO.US